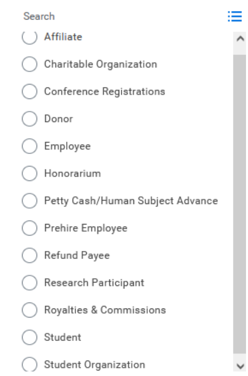
Miscellaneous Payees and Miscellaneous Payments

A Miscellaneous Payment is a one-time payment made to a person or an entity that is not an OSU supplier. If your payee already exists as a supplier in Workday, then the normal Accounts Payable supplier payment process should be followed (requisition for purchase order, invoice processed through AP). A Miscellaneous Payment is generally appropriate for a single use and therefore a new payee must be created before the payment can be sent. Examples of Miscellaneous Payments include refunds, payments to affiliated organizations (affiliated 4-H Camps, local checking account reimbursements), payments of achievement awards to youth, donations to a charitable organization (including 4-H Clubs), stipends, and honorariums that are going to be paid one time.

Miscellaneous Payees



*Create Miscellaneous Payee first before submitting a Miscellaneous Payment Request.

IN WORKDAY – Search "Create Miscellaneous Payee"

1. Add the **Miscellaneous Payee Name**
2. Select **Single Use Payee**
3. Select a **Miscellaneous Payee Category** from the drop-down list

Contact Information | Tax Information | Banking Information | Alternate Name | Attachments

4. Add CONTACT INFORMATION for the payee. (Minimum info required is address.)

a. Phone: can leave blank
b. ***Address:*** Click **Add** button (* enter all required fields)
c. *Effective Date:* * **Date entering**
d. *Country:* * **United States of America**
e. *Address Line 1:* * **Add payee's information**
f. *Address 2:*
g. *City:* *
h. *State:* *
i. *Postal Code:* *
j. *County:*

Usage:
a. Type: * **Business**
b. Click **Primary**
c. *Use For:* **x Billing, x Remit To, x Shipping**
d. *Visibility:* Click **Public**
e. *Comments:* **Optional**
f. Email: **payee's**
g. Instant Messenger: Leave blank
h. Web Address: Leave blank
i. Click **OK**

5. **Add Tax Information (some, not all Miscellaneous Payments require this TAX information)**

Tax Information 1 item

Tax Authority Form Type	Tax Document Date	FATCA	Tax IDs: Country for Tax ID Type	Tax IDs: Tax ID Type	Tax IDs: Identification #	Tax IDs: Transaction Tax ID	Tax IDs: Primary Tax ID
1099 (MISC/NEC)	01/01/2021	✓	United States of America	Sales/Use Tax ID - Ohio	316025986		✓

6. **Add Banking Information (needed for Electronic Funds Transfer)**

Click + for Settlement Bank Account: choose Checking, fill in bank name, country, bank code (routing transit number)
EFTs process daily, Checks cut once a week.

7. **Add attachment(s)**: which is the **Supplier Setup Form. Voided Check if EFT**. *The attachment is required-though not indicated as such; however, you will not receive an error message if the attachment is missing until you attempt to submit a payment. At that point, you will be directed back to this step to add the attachment(s). Ensure Supplier Setup Form is signed on all required pages.*

Miscellaneous Payments

IN WORKDAY – Search “Create Miscellaneous Payment Request”

1. **Primary Information:** (* enter all required fields)
a. *Document Date:* * **Date entering**
b. *Company:* * **The Ohio State University**
c. *Payee:* * **Payee’s Name**
d. *Currency:* * **USD**
e. *Payment Type:* * **Check or EFT**
f. *Request Category:* * **Choose from same list as in Payee section**
g. *Due Date:* **Date Entering**
h. *Handling Code:* **RF_Regular (if not for RE_Refunded)** This field is required for check payments only.

2. **Payment Details:**
a. *Total Payment Amount: 0*
b. *Control Total Amount:* **Enter value of payment/receipt**
c. *Memo:* **full business purpose**
d. *External Reference:* **Leave blank**

3. **Lines**
Values to Enter:
a. *Spend Category:* **SC#**
b. *Quantity:* **1**
c. *Unit Cost:* **Amount of receipt**
d. *Extended Amount:* **Automatically filled with amount of receipt**
e. *Memo:* **give reason for payment**
f. *Cost Center:* **CC**
g. *Balancing Unit:* **BL**
h. *Fund:* **FD**

4. Add **Attachments**
a. **Attach appropriate backup documentation for payment**

5. Click **SUBMIT**

Editing Miscellaneous Payee Requests

Search for the **Find Miscellaneous Payee** report (any shared payees) or the **My Miscellaneous Payee** report (user owned payee(s)). In the search criteria fields, you may select a “Miscellaneous Payee Category” from the dropdown list, enter a **Miscellaneous Payee ID** or enter a **Payee Name** and click **OK**.
Entering field criteria is not required; you may search for the report and click **OK**.
Select the **Related Actions (… 3 DOTS)** next to the magnifying glass, and select **Miscellaneous Payee**, then **Edit**.
If error is related to the requirement to add attachment for the payee, go to the **Attachment** tab and include an attachment. Attachment is required for a miscellaneous payee record; typically, this will be the Supplier/Payee Setup Form

Single-Use Payees can be opened/edited to allow for a new MP to be processed.

Finding Submitted Miscellaneous Payment Requests

Search for the **Find Miscellaneous Payment** report (any shared payees) or the **My Miscellaneous Payment** report (user owned payee(s)).